



EMPLOYMENT OPPORTUNITY

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| 1. RPA # | 09-0062 |
| ANALYST'S INITIALS | AP |
| DATE | 03/27/09 |

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

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| CLASS TITLE Information Officer II | POSITION NUMBER 293-100-5595-001 | TENURE Permanent | TIME BASE Full Time | CBID S01 |
| OFFICE OF Gambling Control Commission | LOCATION OF POSITION (CITY or COUNTY) Sacramento | | | MONTHLY SALARY \$5312.00 - \$6409.00 |
| SEND APPLICATION TO: California Gambling Control Commission 2399 Gateway Oaks Drive, Suite 220 Sacramento, CA 95833 Attn: Ali Patino | REPORTING LOCATION OF POSITION 2399 Gateway Oaks Drive, Suite 220 | | | |
| | SHIFT AND WORKING HOURS DAYS - 8:00 - 5:00 | | | |
| | WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN | | | |
| | PUBLIC PHONE NUMBER (916) 263-0700 | PUBLIC PHONE NUMBER () - | | |
| SUPERVISED BY AND CLASS TITLE Anna Carr, Deputy Director of Legislative and Public Affairs | | | | FILE BY April 14, 2009 |

***** The California Gambling Control Commission is a special funded agency.*****

The California Gambling Control Commission (Commission) is a small, newer agency undergoing substantial growth. The Commission's primary responsibility is to regulate gambling activities within the state. Employment with the Commission offers an opportunity to participate in a diverse and innovative organization with skilled and dedicated staff. The Commission is seeking qualified candidates to meet the challenges of this organization.

LOCATION/PARKING:

The Commission is located off of West El Camino Ave. in South Natomas in a newer business park with new office facilities. **PARKING is FREE**.**

JOB DESCRIPTION:

Under the general direction of the Deputy Director of Legislative and Public Affairs of the California Gambling Control Commission (Commission), the Information Officer II is responsible for the administration and oversight of the Commission's Public Information Program and assists with legislative analyses as may be necessary.

Under the general direction of the Executive Director of the Commission the incumbent will serve as the Commission's Information Security Officer and the Privacy Protection Officer.

The incumbent performs a wide variety of tasks which require strong communications, analytical, organizational and problem solving skills, and tact.

DESIRABLE QUALIFICATIONS:

- Experience in the Information Officer I or II classification.
- Experience in responding to numerous media requests on high profile issues in a timely manner.
- Experience with public/media speaking and ability to act as the Commission's primary media spokesperson.
- Experience with public relations; ability to work with and create cooperative relationships with other agencies and the media.
- Experience working with high level staff.
- Ability to write press releases and/or speeches for the Commissioners and Executive Staff.
- Experience in coordination and directing media events.

WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:

The incumbent works an average of 40 hours per week in an office setting, with artificial light and temperature control. The use of a personal computer, telephone, copier and fax machine is essential to the duties of this position. The position requires bending and stooping to retrieve files, sitting and standing consistent with office work, and occasional light lifting of no more than 20 lbs.

SELECTION CRITERIA:

Current State employees with status as a Public Information Officer I or Public Information Officer II, or individuals eligible for appointment (SROA or surplus, list eligibility, transfers, reinstatements) to those classes may apply.

****CANDIDATES WHOSE ELIGIBILITY IS BASED ON AN EMPLOYMENT LIST MUST SUBMIT A COPY OF THEIR EXAMINATION RESULTS, INDICATING THEIR TEST SCORE.**** All interested applicants must submit a standard State Application Form STD 678 (with original signature), and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. **** For a complete duty statement please contact the personnel office.**

****EMAILED OR FAXED APPLICATIONS/RESUMES WILL NOT BE ACCEPTED.****

FINGERPRINTING:

All potential employees of the Commission must be fingerprinted for the purpose of obtaining a criminal record check prior to employment.